

SANDY CITY
APPROVED CLASS SPECIFICATIONS

- I. Position Title: Fire Commissioner
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| <u>Revision Date:</u> | 3/09 |
| <u>EEO Function:</u> | Professional |
| <u>Status:</u> | Non-Exempt |
| <u>Control No:</u> | 55001 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the City Administrator and the Mayor, serves in an advisory capacity by providing direction and counsel to the Fire Chief.

III. Essential Duties:

- Advises Fire Chief in administrative duties, including hiring and supervision of personnel, purchasing, equipment management, preparation and oversight of department budget and public relations.
- Consults with Fire Chief to plan and organize activities of the Department regarding utilization of personnel, facilities and equipment, prevention, public education, training, code enforcement, fire suppression and emergency medical service.
- Meets with the Fire Chief and City Administrator to coordinate City and Fire Department needs.
- Advises Fire Chief in role as Civil Defense Director for Sandy City.
- Consults with Fire Chief in representation of the Fire Department on the Dispatch Center Board of Operations and other various boards and committees.
- Advises Fire Chief when responding to public inquiries and resolving conflicts with citizens and Fire Department personnel.
- Advises Fire Chief when responding to emergencies involving fire, medical and environmental concerns.

IV. Marginal Duties:

- Performs other duties as assigned.

V. Qualifications:

Education & Experience: Previous experience as a Sandy City Fire Chief required.

Certificates/Licenses: Valid Utah Driver's License required.

Knowledge of: Training and staff development in firefighting programs; practices of governmental administration to include budget and personnel management, public administration; fire and medical equipment skills including tactics, fire behavior, fire department inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department apparatus and equipment; safety procedures.

Responsibility for: Must be able to make decisions and use discretion and judgement; moderate responsibility for the care, condition and use of materials, equipment and tools; great responsibility for making decisions which affect the activities of others - what to do, when to do it and how.

Communication Skills: Communicate effectively verbally and in writing; frequent contact with employees, executives and citizens on matters requiring explanations and discussions and a well developed sense of strategy and timing; tact and judgement necessary to deal with and influence people; establish effective working relationships with employees and citizens; ability to deal well with upset and irate people; contact with citizens and employees during emergency situations.

Tool, Machine, Equipment Operation: General knowledge of the operation of all fire suppression and emergency medical equipment; regular use of telephone, personal computer, copy machine, calculator, printer and motor vehicle.

Analytical Ability: Organize, delegate and establish meaningful goals; establish and maintain effective working relationships with employees, elected officials, department heads and the public; make decisions during emergency situations; work assignments are broad and performed with little or no supervision.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; frequently has contact with employees and the public; great mental pressure and fatigue are present due to exposure to deadlines, emergency situations, dealing with the public and problem solving. Employee will sit or stand for long periods of time; response to emergency situations may require moving heavy equipment as well as climbing/balancing, stooping and kneeling.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Frequent exposure to stressful situations as a result of human behavior and emergency situations; periodic exposure to inclement weather conditions; periodic response to emergency situation entailing exposure to dangerous situations under disagreeable conditions involving smoke, heights, fire, stress, hazardous material, communicable diseases, fumes, heat, cold, water, excessive noise and vibration, emergency driving, etc.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT APPROVED BY: _____ DATE: _____